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DD/S

FILE

27 MAY 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : The Director's State of the Agency Message

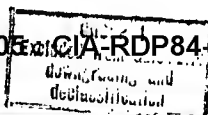
REFERENCE : Multiple Adse Memo dtd 18 May 70 fr Ex. Dir.-
Compt., same subj

1. This memorandum is for your information and consideration.
2. I believe that the 500 places should be divided in proportion to personnel on duty in the Washington area. According to our information, this would work out as follows:

<u>Component</u>	<u>% of Hqs On Duty</u>	<u>Auditorium Position Allotment</u>
O/DCI	5	25
DD/I	30	150
DD/P	30	150
DD/S&T	10	50
DD/S	<u>25</u>	<u>125</u>
Totals	100	500

will have
to take
25 out of

I suggest that you and the Deputies determine the suballocation within the above totals. I also suggest that the places be limited to professional or semi-professional employees in grades GS-07 to GS-15. Further, I believe that the Director's remarks should be put on tape and film for use with additional employees as well as being reproduced for dissemination to remote areas.



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3. The M.A.G. paper itself contains an outline of most of the items I believe the Director should cover. I have attached in somewhat expanded form a paper setting down the type of thing the Director might say. I have noted a number of places where examples could or should be employed — that others are better able to suggest than I am.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Att

Suggested Remarks by the Director

ADD/S:JWC/ms (27 May 70)

Distribution:

- Orig - Adse, w/Att } *BY HAND -*
1 - ER, w/Att } *MAQ*
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